# RECORDS RETENTION SCHEDULE

ATTROVAL REQUEST	1		811/8 12	
	(1) DEPARTMENT, BOARD OR COMMISSION Employment Development De DIVISION, BUREAU OR OTHER UNIT	DEPARTMENT, BOARD OR COMMISSION  Employment Development Department ISION, BUREAU OR OTHER UNIT	0	
Submit three copies with three copies of the Records Retention Schedule, STD. 73.	Personnel Programs ADDRESS  800 (anitol Mall 9	Division CA	05817	
TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE BOX: (2) New schedule of re	sox: of records that have never b	HE APPROPRIATE BOX:  New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)	
1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) X Revising a pre	Revising a previous schedule. (Complete boxes (A new approval number will be assigned.)	oxes 5 - 12.)	
(916) 445-2294 or CALNET 485-2294	(4) Amending som	Amending some pages of a previous schedule. (Co. (The original approval number will remain in effect.	lule. (Complete boxes 8 - 12.) n effect.)	
NEW SCHEDULE (5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGE	(8) CUBIC FEET/Total Schedule)	thedule)
INFORMATION (If applicable)  16	08-29-97	00	1101	
PREVIOUS SCHEDULE (9) SCHEDULE NUMBER(S)  (If applicable) 16	(10) APPROVAL NUMBER(S	5) (11) APPROVAL DATE(S) 01–18–89	(S) (12) PAGE NUMBER(S) REVISED	Q3SIA3Ł
PART I AGENCY STATEMENTS			The state of the s	
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed the attached schedule, I certify that all records are listed, that I have reviewed the need for the records,(per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.	d to sign for the prograe listed, that I have ention period is neces le have been account	am manager) directly res reviewed the need for th ssary and correct as sche ted for.	ponsible for the records listed on le records,(per Section 1611 of aduled, and (for a revised	
Pat Chappie		(14) TILE Chief, Personnel Programs	(19) DATE SIGNED IS Division 08-29-97	
In accordance with Government Code 14755, approval of the attached Records Retention Schedule by General Services is hereby requested. Retention periods have been established by this agency after a all the factors listed in Section 1667 of the State Administrative Manual.	oproval of the attache on periods have been Administrative Manu	14755, approval of the attached Records Retention Schedule by Retention periods have been established by this agency after a the State Administrative Manual.	hedule by the Department of cy after a careful evaluation of	
•	half of the head of thi tate Administrative Ma	is agency in matters pen anual.)	aining to the retention and	
16) SIGNATUBE-RECORDS MANAGEMENT ANALYST	(17) R	7) TITLE RECORDS MANAGEMENT	ENT COORDINATOR	
ED RENWICK	(19)	(19) JELEPHONE 53-4341	(20) DATE SIGNED Sept. 11,	1997
SIGNATURE—OIS CONSULTANT	APPROVAL (Per Gov	Vernment Code Section 1	- Thomas to the work	
X,	(24)	DATE SIGNED		
Records Management Cons			And the second s	
THE ATTACHED RECORDS RETENTION SCHEDULE:	coue section (4/35)			
Contains no material subject to further review by the California State	v the California State		a ka	
L	y me comonina crass			
Contains m  Archives" n  State. (Per	rative Manual .)	lify .		
2) SIGNA DIVENCIALE DEVASCHIVES	(28) Al	(28) DATE SIGNED AUG 1 4 1998	Grand	
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# RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

DEPARTMENT (1)		SCHEDULE NUMBER (2)	DATE (3)	
Employment Development Department		16	08-29-97	
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MIC 54 Personnel Programs Division		1 of 8		
ADDRESS (Number Street 800 Capitol Mall, Sacramento, CA, 95814	City)	DEPARTMENT OF GENERA NUMBER (5)	1 8 9	
	PRA			

						70107						
NUMBER (Triple sparite) (6)	e between	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECO (Triple space between items)	RDS	м (1)	,	OFFICE (12)	DEPT.	SRC (14)	TOTAL (15)	PRA (Exempt) & IPA (16)	REMARKS
			Mission We provide human resource so to support Staff in accomplis Department goals.							***************************************		Retention period is based on State fiscal year unless otherwise noted.  Disclosure Restrictions:  X Exempt from disclosure under provisions of the Public Records Act, Government Code Section 6254.  XI Exempt from disclosure, but data subject may be allowed access under provisions of the Information Practices Act, Civil Code, Section 1798.24 unless exempt under Section 1798.40
												Destruction Confidential-Shred Non-Confidential-Recycle
												Retention Authority is in accordance with directions from Chief, Personnel Programs Division and State Administrative Manual.

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ADDRESS (Number	Street	City)	DEPARTMENT OF GENERAL	SERVICES APP	ROVAL
800 Capitol Mall, Sacramento, C	CA, 95814		NUMBER (5) 9 8 + 1	8 <b>9</b>	

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ITEM NUMBER (Triple spar	CUBIC FEET*	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS				RETEN			PRA (Exempt) &	REMARKS
	ms) (7)	USE ONLY (8)	(Triple space between items) (9)	( <b>₩</b>	(1 <b>)</b>	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)
			Records Found in All Sections	1							
	1		Correspondence Personnel-employee related Business	Р		1 yr			1 yr	X*	*All exemptions are per Public Records Act (Government Code Section 6254) which exempts the disclosure of personnel, medical or similar files which could constitute an invasion of privacy; any records that could encourage unauthorized access to confidential data maintained by the Department; Other sensitive information, practices or procedures.
2.	1		Emergency Form Indicating Whom to Contact in Case of Emergency	P		Current			Current	X(*	Retain as current until superseded
3.	1		Employee Designation of Physician in Case of On-the job Injuries	P		Current		· ·	Current	XI*	Retain as current until superseded
4.	****		DE 3555 Request for Outservice Training	ρ.		3 yrs			3 yrs		
5.	6		DE 7013 Absence Request	Ρ		5 yrs			5 yrs		
6.	2		Supply Records:  DE 1743 Stock Received Report DE 1904 Non standard Supply Requisition DE 1905 EDD Warehouse Order Copies of purchase orders, shipping documents, invoices, correspondence, inventory records, etc.	P		1 yr		Additional and the second seco	1 yr		

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Employment Development Department	16	08-29-97
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Personnel Programs Division	3 of 8	
ADDRESS (Number Street Cit	y) DEPARTMENT OF GENER NUMBER (5)	AL SERVICES APPROVAL
800 Capitol Mall, Sacramento, CA, 95814	1 NOMBER (5) 98 °	189

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ITEM NUMBER (Triple spac	e between	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPT				OFFICE	RETEN	SRC (14)	TOTAL.	PHA (Exempt) & IPA	REMARKS
(6)	(7)	(8)	(9)		( <b>M</b> 0)	(1)	(12)	(13)	(14)	(15)	(16)	(17)
7.	41		0.3 0.1 0  Training Information  DE 3373 Record of F  Training Demand Ide (TDIS)	ormal Training ntification System	P M		3 yrs 1 yr+			3 yrs 1 yr+		Electronic TDIS records are retained for one fiscal year. Thereafter, files are converted to Microfische and retained indefinitely.
8.	1		03020, 03021 Budget Information		₽		Current +1 yr			Current + 1 yr		
9.	1		STD 645 Employee (MAB)	Suggestion	P		Active +3 yrs			Active +3 yrs		Three years from the date of final decision from MAB Administrator
10.	5		STD 700 (formerly S Statement of Econo	TD 730) mic Interests	P		2 yrs		5 yrs	7 yrs		
11.	1	Hold / Natily Archivos	Special Studies		۵		2 yrs			2 yrs		
12.	46		<ul> <li>STD 610 Health Que</li> </ul>	Questionnaire/Medical	Р		Active +10 yrs			Active +10 yrs	XI*	Active until employee separates. Retain for 10 years after separation.

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DEPARTMENT (1) Employment Development Department	SCHEDULE NUMBER (2)	DATE (3) 08-29-97	
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ADDRESS (Number Street City) 800 Capitol Mall, Sacramento, CA, 95814	DEPARTMENT OF GENERAL NUMBER (5)	SERVICES APPI	łoval

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ITEM NUMBER (Triple spa	CUBIC FEET*	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS				RETE		TOTAL	PRA (Exempt) & IPA	REMARKS
ite (6)	ns) (7)	USE ONLY (8)	(Triple space between items) (9)	( <b>M</b>	(1)	OFFICE (12)	DEPT. (13)	SRC (14)	(15)	(16)	(17)
13.	6		03023  Exam Bulletins  Exam Correspondence  Exam Folders	PPP		2 yrs 2 yrs 2 yrs			2 yrs 2 yrs 2 yrs	X*	Retained for 2 years or until a subsequent exam, whichever is longer
14.	5		Exam History	P		Perm.			Perm.	X*	
15.	238		Exam Information Form 100-175-DT, QAP and EDA Panel Form 156A, Promotional Readiness Interview Panel Report (Data Collection Form) Form 156B, Promotional Readiness Report (Organizational Unit Review) Form 156C Promotional Readiness Report (Supervisory Review) Form 286, Reemployment List Panel Cards (See Remarks) Form 511CT, Competitive Rating Reports Form 511CT, Competitive Rating Reports Gisqualification Sheet) (one for each disqualified competitor) Form 511B, Competitive Rating Factors Form 571, EDA Reports for All Contributors (See Remarks) Form 572A, Rating Sheet Form (See Remarks) Form 572A, Rating Committee Disqualification Report on Promotional Contributors, Rule 200 (See Remarks) Members Ethnic Information DT Certification Lists Performance Test Rating Sheet (See Remarks) STD 616 Standard Clearance and Waiver Std 664 Certification of Eligibles Veterans Preference Folder	P		Current			Current		Form 286 no longer used . Automated resource available.  Form 571, 572, and 572A used by Departmental Review Committee and no longer stored as Personnel records.  Performance Test Rating Sheet Not Used

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800 Capitol Mall, Sacramento,	CA, 95814		140 NO NO SEPT (5) 98 .	189	

CUBIC FEET* tween (7) 2	CALIFORNIA STATE ARCHIVES USE ONLY (8)	STD 678 Application for STD 678 Ethnic Stubs	or Examination (See Remarks)	(N)	(1 <b>.</b> )	OFFICE (12) 3 yrs	RETEN DEPT. (13)	SRC (14)	TOTAL (15)	PRA (Exempt) & IPA (16)	REMARKS (17) STD 678 Ethnic Stubs Not Retained
2		STD 678 Application fo STD 678 Ethnic Stubs	or Examination (See Remarks)	0)	(11)	(12)	(13)	(14)	(15)		
		STD 678 Ethnic Stubs 03080, 03081, 03	or Examination (See Remarks)			3 yrs			3 yrs	X*	STD 678 Fibric Stubs Not Retained
147			092 02083								G1D 010 Edino Oldos Hot Flottanios
- 1	Þ	Adverse Action Re     CAL-OSHA No 20     Summary of Occup and Illness	ecords 00 log and	Pρ		5 yrs 5 yrs			5 yrs 5 yrs	XI* XI*	,
		Employee Assista	nce Program	P P		5 yrs 5 yrs			5 yrs 5 yrs	XI* XI*	
		Grievance Record     DE 8421 Reasons     Accommodation F     Authorization for the second secon	able Request/933RA he Release of	Р		5 yrs			5 yrs	XI*	
		Medical Informatio     SCIF 3067 Report	t of	P		5 yrs			5 yrs	XI*	
		Occupational Injury     STD 268 Accident	t Report (Other	Р	,	5 yrs			5 yrs	XI*	,
		than Motor Vehicle     STD 630 Employe     Grievance		Р		5 yrs			5 yrs	XI*	·
		Worker's Compen	sation files	P		5 yrs			5 yrs	XI*	
1		Strike Contingence	y Plan	P		Current			Current	<del>  x</del>	Retain as current until superseded
	Hold / Notlly Amelikas	0 3 0 8 4 Class Specifications Class History Classification Audits		PMP		Perm. 5 yrs			Perm. 5 yrs	X*	
	1 57	Hold / Native	Strike Contingence      Strike Contingence      Strike Contingence      O3084      Class Specifications     Class History     Classification Audits	Strike Contingency Plan      Strike Contingency Plan      O3084  Class Specifications Class History	1 • Strike Contingency Plan P  Strike Contingency Plan P  Class Specifications Class History Class History Classification Audits	1 • Strike Contingency Plan P  Strike Contingency Plan P  O 3 0 8 4  Class Specifications Class History Classification Audits	Strike Contingency Plan      Strike Contingency Plan      Strike Contingency Plan      O3084     Class Specifications     Class History     Classification Audits  P Perm. 5 yrs "  Total Property Plan  P Perm. 5 yrs "  Total Property Plan  Total Property Plan  P Perm. Total Property Plan  Total Plan  Total Property Plan  Total	Strike Contingency Plan      Strike Contingency Plan      Ostrike Contingency Plan      P Current      Ostrike Contingency Plan      P Perm. Syrs Price Process Price Pri	Strike Contingency Plan      Strike Contingency Plan      O3084      Class Specifications     Class History     Class History     Class History     Classification Audits      Perm.     Strike Contingency Plan      O3084      Class Specifications     Class History     Class History	Strike Contingency Plan      Strike Contingency Plan      Current      Current      Current      Proceedings Perm.     Syrs     Class History     Classification Audits      Perm.     Syrs     The continue of the contingency Plan      The continue of the contingency Plan      Perm.     Syrs     The continue of the contingency Plan      Perm.     Syrs     The continue of the contingency Plan      The continue of the contingency Plan      The continue of the contingency Plan      The continue of the	Strike Contingency Plan      Strike Contingency Plan      Current      Current      X*      Strike Contingency Plan      P     Current      X*      Perm.     Syrs     Syrs     Syrs     Syrs     Syrs     Syrs

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ADDRESS (Number Street	City)	DEPARTMENT OF GENERAL NUMBER (5)	. SERVICES APP	PROVAL
800 Capitol Mall, Sacramento, CA, 95814		NOWIDER (5)	189	

and in SAM 1600 800 Capitol Mall,					ment	o, CA,	95814			98·189			
(Triple spa	NUMBER   FEET* (Triple space between items)		TITLE AND DESCRIP			1.	OFFICE	RETENTION  DEPT. SRC TOTAL			PRA (Exempt) & IPA	REMARKS	
20.	1	(8)	Hires Above Minimu Administrative Time Salary Rule Exception	m Off Memos	(M) (6)	(1 <del>1</del> <b>3</b>	(12) 5 yrs	(13)	(14)	(15) 5 yrs	(16) X*	(17)	
21.	1.		SPB 300-903 SPB Calendars		P		5 yrs			5 yrs			
22.	500		Intermittent DE 7014A Employee Time DE 7015 Employee I DE 7415 Family Med Request DE 897 Bilingual Pay DE 9450 Voluntary Tequest DE 7016 Compresse HBD 21 Health Bene While on Non-Pay St HBD 38 Health Bene Enrollment HBD 12 Health Bene Enrollment HBD 12 Health Bene Centrollment HBD 12 Health Bene DE 6063 Employmer (I-9) STD 680A Notice of Certification of Controllment PERS 283 Certification Member Contributior Merit Award Corresp State Service Recontrollment STD 242 US Savings Purchase/Payroll De STD 611 Employee STD 612 Employee STD 612 Employee STD 612 Employee STD 642 Employee STD 644 Employee STD 642 Employee STD 642 Employee STD 644 Employee STD 644 Employee STD 642 Employee STD 644 Employe	ider formance Certification Request Reave Record- Leave Record-Part Leave Record-full Time dical Leave Act (FMLA) Request Time (V-Time) Off ad Workweek Request fifts Plan for Direct Pay atus fifts Plan Statement fifts Plan The Eligibility Verification Personnel Action change and/or bution Rate on of Correction- and Collection Due ondence colliation Forms/Cards Bonds duction Authorization Record Transfer Data Leave Record (See DE td DE 7015) Leave Record (White) D14A and DE 7015	P.		Active			Active	XI*	Retain as active until the employee separates. Then retain according to type of separation:  (a) Resignation without fault, voluntary retirement, rejection on probation, layoff: Five (5) years from the date of separation (b) Disability retirement, termination by disciplinary action, resignation with fault, AWOL: Until age 70	

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ADDRESS (Number	Street	City)	DEPARTMENT OF GENERAL	SERVICES AP	PROVAL
800 Capitol Mall, Sacramento,	CA, 95814		NUMBER (5) 98 • 1	- 83	

and in SAM 1600				800 Capitol Mall, Sacramento, CA, 95814							MONIBER (3) 98 · 189	
	CUBIC FEET* ce between ns) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPT (Triple space be	tween items)	M	(1 <b>1</b> ¥	OFFICE (12)	RETEN DEPT. (13)	SRC (14)	TOTAL (15)	PRA (Exempt) & IPA (16)	REMARKS
22.	See above	(-)	Official Personnel R  STD 687 Separation/	ecords (Cont.) Disposition of PERS ce glance State Employee ollment Form a Direct Payment ace Enrollment Authorization Authorization	<u>ф</u>		Active			Active	XI	Retain as active until the employee separates. Then retain according to type of separation:  (a) Resignation without fault, voluntary retirement, rejection on probation, layoff: Five (5) years from the date of separation (b) Disability retirement, termination by disciplinary action, resignation with fault, AWOL: Until age 70
23.	4		CD 609 (8631) Certif Adjustment	formance Certification on of Merit Salary	P		Current			Current	XI*	Retain as current until superseded
24.	20		Request STD 634 Absence ar Worked STD 671 Authorizatio STD 672 Attendance	eptions Position Action se of State Vehicle STD 672  orandum equest Payroll Header bsences Without Pay Established Positions I Positions ed Position Record on and/or Certification and Additional Time on for Extra Hours/CTO Report Extra Hours to be Paid	P		Current +4 yrs			Current +4 yrs	XIP	

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ADDRESS (Number Street 800 Capitol Mall, Sacramento, CA, 95814	City)	DEPARTMENT OF GENERAL NUMBER (5) 98 • 1	89	ROVAL

ITEM NUMBER (Triple spar iter (6)	ce between	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS  (Triple space between items) (9)	(M	(11)	OFFICE (12)	RETER DEPT. (13) .	SRC (14)	TOTAL (15)	PRA (Exempt) & IPA (16)	REMARKS (17)
26.	5		DE 8553 Revolving Fund Requests     Revolving Fund Forms (See DE 8553)	P		5 yrs			5 yrs	XI*	Five years from the pay period of request
27.	7		STD 639 Salary Garnishments	Р		Active +5 yrs			Active +5 yrs	XI*	Retain as active until satisfied. The retained for 5 years from the pay period involved.
	1101		Total Records								